

Tips For Completing NSP Paperwork

I MATERIALS THAT MUST BE PROVIDED BY COMMUNITIES UPON CONTRACT APPROVAL BEFORE ANY PAYMENT WILL BE PROVIDED:

- A. Authorized Signature Form - signatures are required from those individuals allowed to sign NSP forms and documents.
- B. Procurement Process Verification for every paid position and specialty contract specified in your proposal. (i.e.: How did you advertise and make decisions about hiring or getting contracts? In other words, was it an open process?) Refer to materials received at the time you signed your contract.
- C. Any NSP Manager not trained through the NSP Financial & Administrative Procedures Training as recently as 1996 must receive training for the current year.

II VOUCHERS

- A. Processing of vouchers occurs on a regular basis. Payment of vouchers will be processed as quickly as time and finances permit.
- B. NSP Guidelines stipulate that vouchers must be submitted on at least a quarterly basis; however, monthly voucher submission is recommended.
- C. All reimbursement requests must be accompanied by supporting documentation such as copies of contracts, receipts, vendor estimates or vouchers and/or check copies. No reimbursement will be made for expenses incurred prior to or after the effective contract date. Funds may not be advanced prior to receipt of goods or services. The following guidelines should be used when preparing voucher documentation:
 - 1 Group receipts by project and identify each receipt by project number. If receipt is unclear, also note description of items purchased or services rendered (see example).
 - 2 No sales tax will be reimbursed.
 - 3 Time Sheets are required for any individual paid on an hourly basis. Time sheets should be filled out for each date worked and start and stop times indicated with a brief description of work performed. All time sheets must be signed by the worker AND the NSP Manager. A worker's signature indicates agreement with and confirmation of hours worked and total payment due. If work is done via a Specialty Contract, work reports for each pay period

should be provided which include the signature of the NSP Manager.

****See sample voucher enclosed for accurate completion of your vouchers.**

4 BOOKKEEPING SYSTEM

- a. At the end of the year, you must provide a bookkeeping system that documents reimbursements received from Invest and checks written against those reimbursements for NSP approved projects. (You do not have to use the pages enclosed, but some ledger format must be provided.)
- b. All expenses paid by the community should be paid by check. In the rare and unusual circumstances where cash payments are made, the community must also provide to Invest copies of receipts signed by the person receiving the cash, verifying the exact amount paid and the date paid.
- c. You must also document volunteer hours accumulated on NSP projects. A Volunteer Log Form is provided as a guide. This information can be helpful to your community if you are preparing other grant requests.

5 INTERIM AND FINAL PERFORMANCE REPORTS

- a. You must use the format provided and prepare an Interim Report (to be provided in May). Final Performance Reports are required for every project (see enclosed). Interim Reports are due July 15, 2004. Final Reports are due January 15, 2005.
- b. Reports should be concise, yet detailed, and indicate problems or progress experienced towards goal achievement.

6 SITE VISITS -- Done as requested by communities, but formal reviews shall be done with a minimum of fifteen communities during the months of July through October. (The fifteen communities shall be chosen on a random and rotating basis every three years.)